

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 1 w/attach	
2. AMENDMENT/MODIFICATION NO. 400		3. EFFECTIVE DATE See Block 16c		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY John F. Kennedy Space Center, NASA Procurement Office Kennedy Space Center, FL 32899		CODE OPOS		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Space Gateway Support 2411 Dulles Corner Park, Suite 500 Herndon, VA 20171-3430				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				10A. MODIFICATION OF CONTRACT/ORDER NO. NAS10-99001			
				10B. DATED (SEE ITEM 13) August 21, 1998			
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning ____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Contracting Officer for current Accounting & Appropriation Data							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).							
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of the Parties and FAR 52.243-2 Changes – Cost Reimbursement (AUG 1987) Alt II (APR 1984)							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return 3 copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
1) The purpose of this modification is to incorporate changes to Technical Exhibit J3-3.4.1.4-01, "Support to All ELV Missions and the NASA Portal Web Site" as outlined in CCR 07-021. This change is necessary to comply with changes to the Federal Travel Regulation, Part 301-32.1. 2) Sub-bullet number 1 of the applicable technical exhibit (attached) is hereby amended as follows: Travel to specified locations, as required for the performance of this work, <u>will be addressed as a separate contract action if necessary</u> . This travel will be funded by invitational orders; 3) There is no cost associated with this modification.							
Except as provided herein, all terms and conditions of the document referenced in Item 9a or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print) Victoria G. Lockard Director, Contracts				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Timothy M. Freeland Contracting Officer			
15B. CONTRACTOR/OFFEROR <i>Victoria G. Lockard</i> (Signature of person authorized to sign)		15C. DATE SIGNED 2 Feb 07		16B. UNITED STATES OF AMERICA BY <i>[Signature]</i> (Signature of Contracting Officer)		16C. DATE SIGNED 2-2-07	

Technical Exhibit # J3-3.4.1.4-01
Support to All ELV Missions and the NASA Portal Web Site

3.4.1.4 Graphics & Other Services**EXTERNAL RELATIONS & BUSINESS DEVELOPMENT WRITING SUPPORT**

- In support of the NASA Portal web site for all missions:
 - Travel to specified locations, as required for the performance of this work, will be addressed as a separate contract action if necessary; ~~This travel will be funded by invitational orders;~~
 - Support Shuttle Mission web broadcasts, including the preparation of scripts, presentations, archives and Question and Answer (Q&A) sessions involving international partners, astronauts, scientists, project managers, and other guests;
 - Provide Shuttle on-orbit content support—presentation and/or Q&A sessions with orbit crew, mission director, and other concerned parties;
 - Provide Shuttle Landing content support—presentation and/or Q&A sessions with recovery team manager, weather officer, and other concerned parties;
 - Provide NASA Direct Website content support including participant profiles and biographies;
 - Support, as necessary, the preparation of the online mission briefing for each Shuttle mission;
 - Provide live Shuttle launch and landing narrative coverage for each mission;
 - Prepare personnel profiles to include research, text, photos and/or videos for missions, events, or features;
 - Provide past, current and future missions content to Missions Section Database. This will include manned missions (Mercury-Apollo); Space Shuttle missions; unmanned lunar and planetary missions; space science missions; earth science missions; and, communications and technology missions;
 - Provide narrative and video features for the NASA Portal site and Missions section as well as the KSC Web site. Conduct research and coordinate with other Centers to prepare features and/or videos and interviews;
 - Provide content support for ELV full mission Web site to include appropriate imagery, photographs, personnel profiles, and a live launch day segment providing online narrative updates during pre-launch, launch and post-launch activities for both East and West coast launches;
 - Provide content support for full ELV Web broadcast site and public informational Web casts featuring mission NASA and foreign scientists, engineers, project managers and other guests/dignitaries for East coast launches;
 - Develop and release appropriate press releases and prominently display and market all ELV content through the KSC Home Page, NASA Portal, and other appropriate sources;
 - Provide script and Web site writing and related support for integrated ELV/Education Office Web cast initiatives;

Technical Exhibit # J3-3.4.1.4-01**Support to All ELV Missions and the NASA Portal Web Site**

- Provide the support necessary to populate and regularly update the NASA Portal and Missions Web site, which involves:
 - Researching Agency-wide content to include the identification and/or preparation of text, video, and animations;
 - Processing and resizing imagery;
 - Interfacing with representatives at other NASA Centers.
 - Organizing, laying out content, and conducting subject matter interviews;
 - Authoring and/or editing of feature stories relative to NASA missions;
 - Assisting in the processing and publishing of content through the NASA Content Management System; being familiar with and applying all Portal-specific guidelines and standards; and,
 - Applying AP style requirements to all written products.
- Assist in the content design and preparation of NASA affinity template pages.